

EVERETT PUBLIC SCHOOLS
EVERETT, WASHINGTON
Regular Meeting

The Board of Directors of Everett Public Schools, Snohomish County, Washington, held a regular Board meeting on August 22, 2006, beginning at 4:30 p.m., in the Board Room of the Educational Service Center, 4730 Colby Avenue, Everett, Washington. Those in attendance were Kristie Dutton, Sue Cooper and Karen Madsen. Absent: Ed Petersen and Roy Yates. In the absence of President Yates, Vice President Dutton chaired the meeting.

ADOPTION OF AGENDA

Vice President Dutton called for any recommended changes to the agenda. Superintendent Carol Whitehead reported that there would be a revised personnel report. With that, Sue Cooper moved to adopt the revised agenda. Karen Madsen seconded the motion and the motion carried unanimously.

**ADOPTION OF
AGENDA**

APPROVAL OF MINUTES

Karen Madsen moved for approval of the minutes of the regular meeting of July 11, 2006. Sue Cooper seconded the motion and the motion carried unanimously.

**APPROVAL OF
MINUTES**

SUPERINTENDENT'S COMMENTS

Dr. Whitehead reported that the District recently received \$7.9 million in State match funds for projects that include Emerson Elementary and Eisenhower Middle Schools. The District will eventually receive a total of \$11.3 million.

**SUPT'S
COMMENTS**

WASL results arrived later than anticipated. Data is in the process of being reviewed, so the final scores are not quite ready. Information will be presented to the Board in September.

The elementary boundary review process continues. Most recently, the Boundary Review Committee met on August 16. During June, July and August, they asked District staff to research certain items that came to light as a result of input from the community. It was also determined that maps purchased by the District were not entirely accurate. The committee eventually changed their recommendation which will impact approximately 150 fewer students. The committee requested another hearing with the community and it will be held on September 13 at Jackson High School at 4:30 p.m. Advertising for this hearing will follow the same process as was accomplished for the hearing held in June—among other means, postcards and a *Connect-ED* message will be sent. The committee will meet again on September 14 and then provide Dr. Whitehead with their recommendation. Thus, it is likely that the original schedule for bringing a recommendation to the Board will be maintained. A formal recommendation from Dr. Whitehead to the Board will be presented in an open Board meeting. The Board will then hold a hearing. In summary, said Dr. Whitehead, the process has gone very well and the Boundary Review Committee has done an outstanding job.

The Professional Learning Communities at Work conference was hosted by the District in early August. Held at Everett High School, over 1,200 attended—350 of them were District staff. Feedback from this conference will be used to help staff work more closely in teams and increase their focus on what students have learned. Everett High proved to be an ideal venue and attendees were in awe of the Everett High building. Parking was the only issue.

WorkSource Snohomish County recently awarded the District with the Promising Practices Award of Excellence which recognizes employers and organizations who take

a new approach to helping solve education and training issues and offers opportunities for the Snohomish County workforce. In partnership with the Snohomish County Workforce Development Council, Everett Public Schools took steps in the form of Project STAR (Supporting Teens at Risk), established last fall, to aid students who are on the verge of leaving school. Project STAR provides dropout prevention, intervention and retrieval for youth enrolled in the District. The award was a lovely art piece (plate) done by Art McVey.

**SUPT'S
COMMENTS
(cont'd.)**

Dr. Whitehead called on Associate Superintendent for Finance and Operations Bob Collard who introduced Construction Director Hal Beumel. Hal reported that the Legislature recently appropriated \$6.5 million to support the Washington State High Performance School Building Program. The focus of this program is to help make schools more environmentally efficient. One grant is permitted for each school district and the amount varies by type of school. Everett Public Schools was one of 19 districts from across the state that applied for this program. Notification has been received that Everett will receive \$250,000 (the full amount for elementary schools) for Elementary School #17. Design features, most of which were already incorporated into the school's design, related to: heating, lighting and lighting controls, ventilation, roofing, flooring, elimination of ozone materials, sound/acoustic factors, and others. In addition, Hal noted that the footprint of the building is reduced because it is a two-story structure.

Dr. Whitehead mentioned that the remodels at Emerson and Eisenhower are looking excellent. She said that a Board tour of the facilities is upcoming.

Debbie Webber, Supervisor of Food and Nutrition Programs for the District, described the new automated Mealpay Plus program whereby parents have a convenient way, via computer, to view their student's food account, check their account balance, see a history of recent purchases and make deposits directly to the student's account. The system was installed last spring. Debit, credit and/or checkwriting ability are among the features. Work is being done with credit unions to make it possible for parents to pre-pay. Debbie distributed copies of credit card-size descriptive cards that will be available at the cash register at each school (E:217:06). Mention of the program is also made on the Food and Nutrition menus. Eventually, more extensive marketing will take place. Bob said the hope is that student participation in the meal program will increase.

Associate Superintendent for Instruction Karst Brandsma provided a demonstration of the District's new *Connect-ED* automated contact system. This powerful system is being used to transmit messages to staff as well as to parents and can be provided in six languages including English. Eighty-two staff members are trained on its use. General rules are that messages need to be kept to one minute or less and no more than two or three messages per site per month are to be sent.

PUBLIC COMMENT

None.

**PUBLIC
COMMENT**

RECOGNITION OF RETIREES

None.

**RECOGNITION OF
RETIREES**

ITEMS FOR INFORMATION

The Administration provided an update on the District's Instructional Management System (IMS). Bob Collard introduced the District's Director of Information Systems and Technology Ken Toyn and the District's Web Developer Terry Carlson. Ken provided brief opening remarks and then Terry presented information about the IMS (E:218/06). Terry talked about some of the changes and improvements in the system in the year since the department took responsibility for managing the IMS. He listed teacher participation statistics and noted that the average number of uploads per teacher per instructional day is 2.3. He talked about the inroads that have been made to support instruction and described "coming attractions" that include progress report analysis and Common Classroom-Based Assessment.

Board member Cooper asked about the process and timeline for melding IMS Version 1 into IMS Version 2. Terry replied that it will involve much behind-the-scenes work but, for the teachers, it will appear to be seamless. In terms of time, Terry said it is hoped to complete the process within the 2006-2007 school year.

Executive Director for Curriculum Alignment and Implementation Terry Edwards said it is exciting to be able to use the data collected in real-time fashion. The move to Version 2 will radically reduce and simplify the amount of information the teacher must input. Training will be minimal because the work is intuitive.

Dr. Whitehead noted that monies from the 2002 and 2006 bonds have made it possible for the District to do this work.

Financial reports were provided for the Board of Directors' review as of June 30 & July 31, 2006 (E:219/06). The reports include year-to-date information on revenues and expenditures, General Fund projections, a cash report and an investment summary. Bob Collard said the fund balance is as projected at five percent.

ACTION ITEMS

Sue Cooper moved for approval of the revised Consent Agenda items. Karen Madsen seconded the motion.

- 1) Personnel Report (revised) (E:220/06);
- 2) Voucher Lists (E:221/06);
- 3) Proposed Policy 2123—Instruction (Health and Fitness Curriculum) (E:222/06);
- 4) Proposed Adoption of K-6 Supplemental Interactive Math Program (E:223/06);
- 5) Strategic Plan 2006-2007 (E:224/06);
- 6) Letter of Agreement Between Everett School District No. 2 and Shoreline Community College Regarding Running Start Program (E:225/06);
- 7) Approval of Highly Capable Students Program Grant (E:226/06);
- 8) Approval of 2006-2007 Title V Innovative Programs Federal Grant in the Amount of \$27,954 (E:227/06);
- 9) Gift from Whittier Elem. School PTA to Whittier Elem. School in the Amount of \$6,092.75 to be Used Toward the Cost of Camp Fire-Camp Killoqua (E:228/06);
- 10) 2006-2007 Salary Schedule for Everett Association of Educational Office Personnel (EAEOP) (E:229/06);
- 11) 2006-2007 Salary Schedule for Everett Coaches/Extracurricular Association (ECEA) (E:230/06);
- 12) 2006-07 Salary Schedule for Everett Association of Paraeducators (EAP) (E:231/06);
- 13) 2006-07 Salary Schedule for Everett Licensed Nurses' Association (ELNA) (E:232/06);
- 14) 2006-07 Salary Schedule for Service Employees International Union (SEIU) (E:233/06);
- 15) Bid Award for Everett Memorial Stadium Baseball Field Drainage Improvements (E:234/06);

PRESENTATION— INSTRUCTIONAL MANAGEMENT SYSTEM

FINANCIAL REPORTS AS OF JUNE 30 & JULY 31, 2006

CONSENT AGENDA

- 16) Final Acceptance of Playground Equipment at Jackson Elementary School and Certification of Payment (E:235/06);
- 17) Amendment to Contract for Transportation of Students (E:236/06);
- 18) 2006-2007 Bid List (E:237/06);
- 19) Authorization to Call for Bids: New Bus Facility (E:238/06);
- 20) Approval of Mitigation Agreement Between Everett School District and Mill Creek East, LLC, (PP 01-57) in the Amount of \$318,162.03 (E:239/06);
- 21) Approval of Mitigation Agreement Between Everett School District and Southlake Estates, LLC (file #04-100180) in the Amount of \$27,812 (E:240/06);
- 22) Approval of Mitigation Agreement Between Everett School District & North Crest Development Corp. (file #SP 04-10) in the Amount of \$6,716 (E:241/06);
- 23) Approval of Mitigation Agreement Between Everett School District and Jeff Johnson Construction Services, LLC (SEPA #00-041) in the Amount of \$1,943.57 (E:242/06);

The motion carried unanimously.

WAC 392-121-188 requires that annually, during a public meeting, the Board of Directors approve the staffing ratios for district alternative learning experience programs. The WAC further requires an end-of-the-year report related to the District's alternative programs.

Also, in accordance with Board Policy 1310 concerning adoption and amendment of Board policies and bylaws, the proposed revised Policy 2214 relating to Alternative Learning Experience Programs, was recommended for immediate adoption because it is in the best interests of the District (E:243/06). The revisions to the policy are the result of changes in state law and need to be in place prior to the start of the school year.

Terry Edwards and Sally Lancaster (principal of Sequoia High School and director of the Homeschool Alternative Center/Online High School) reported. They distributed copies of the PowerPoint presentation for tonight's report (attached). Terry indicated that the report would include a review of existing alternative education programs in 2005-2006, followed by a discussion of the proposed revised Board Policy 2214 (which is a result of changes in state law), and then information about plans for alternative learning experiences in the coming year, including a request to the Board for approval of the 2006-2007 program offerings and estimated staffing ratios.

Sally talked about alternative learning education programming in 2005-2006. She outlined FTE enrollments, head counts and staff-to-student ratios. She described the Student Learning Plan which is a map to guide instruction and learning. She talked about student supervision and evaluation, the ways in which alternative programs support overall goals for academic achievement, and the program self-evaluation plan.

Terry outlined the deletions and additions to Policy 2214. The revised law provides specific requirements, most of which the District already practices, as reflected in Sally's report. He stated that new law and policy requires listing of alternative program offerings, preparation of a written student learning plan, an annual presentation to the Board, a plan for anticipated staffing ratios for the coming year, specifications about tracking and reporting student performance and progress, and parent/guardian and staff responsibility for direct personal contact.

Regarding alternative learning programs for 2006-2007, Terry listed the estimated enrollments and student-to-staff ratios at Sequoia High School, Online High School, the High School Credit Recovery program and Home School Alternatives. All are contained in the attachment.

CONSENT AGENDA (cont'd.)

ALT. LEARNING PROGRAMS REPORT 05-06, PROPOSED STAFFING RATIOS 06-07 & PROPOSED REV. POLICY 2214— ALTERNATIVE LEARNING EXPERIENCE PROGRAMS (regarding ratio of certificated staff to student FTE, & reporting requirements)

Vice President Dutton asked about changes to the program brought about by revisions in the law. Terry replied that the annual reporting requirement is a change although the District had already provided annual reports to the Board. Other changes relate to the self-reporting piece and to projected enrollments and staffing ratios. Major benefits are that the District will be able to use the online school as a means for students to take all of their courses and, instead of charging tuition, the District can follow the apportionment process and claim the students for online enrollment. Dr. Whitehead said the District has historically projected enrollments for these programs in order to staff for them, but it was not previously a requirement to bring this information to the Board for approval. She noted, however, that the projected enrollments were already contained within the budget that the Board approves.

Board member Cooper asked about the difference in the ratios of the projected (240 for 2006-2007) vs. actual (216 for 2005-2006) enrollments for Sequoia High School. Terry said that since the 2006-2007 figure is a projected number, conservative estimates are made in terms of staffing and then staffing is adjusted around actual numbers. The estimates do not drive a budget. "If the kids don't come, we don't staff," said Terry. Board member Madsen asked about the difference in projected (30:1 in 2006-2007) vs. actual (18:1 in 2005-2006) ratios. Terry said that Sequoia's staffing is generally "richer;" however, the 30:1 projected enrollment represents contractual language, so estimates are usually set at that level.

With no further comments, Karen Madsen moved to approve the alternative learning program offerings and estimated staffing ratios for 2006-2007 and to adopt the proposed revised Policy 2214 relating to Alternative Learning Experience Programs on first reading (because it is in the best interests of the District). Sue Cooper seconded the motion and the motion carried unanimously.

The Administration recommended the Board of Directors approve Resolution 860 adopting the Everett School District Capital Facilities Plan (CFP) for 2006-2011 (Res.23/06). Every two years, the District is required to update its Capital Facilities Plan in order to maintain eligibility to collect school impact fees from housing developments in unincorporated Snohomish County. This CFP is designed to meet the requirements of RCW 36.70A (the Growth Management Act) and the Snohomish County General Policy Plan.

Bob Collard noted that, in his experience, the Everett Public Schools Facilities Plan is an extremely comprehensive document. He called on the Director of Facilities and Planning Mike Gunn who said the plan combines a great deal of information about activities on a day-to-day basis. Among other things, it is used for the calculation of impact fees and represents a detailed description of the work that is planned in facilities during the period 2006-2011, but also contains a general plan for facilities needs through 2025. Mike reviewed the plan and used a PowerPoint presentation (attached). He closed by saying the District-approved plan will move on to the Planning Commission and then to the County Council.

When Board member Madsen asked about the difference between impact fees and mitigation fees, Mike said they are basically the same. The only real difference is the enabling legislation for the GMA vs. SEPA (State Environmental Protection Act).

With no further discussion, Sue Cooper moved to adopt Resolution 860. Karen Madsen seconded the motion and the motion carried unanimously.

**ALT. LEARNING
PROGRAMS
REPORT 05-06,
PROPOSED
STAFFING RATIOS
06-07 & PROPOSED
REV. POLICY 2214—
ALTERNATIVE
LEARNING
EXPERIENCE
PROGRAMS
(regarding ratio of
certificated staff to
student FTE, &
reporting requirements)
(cont'd.)**

**RESOLUTION 860:
ADOPTION OF
EVERETT
SCHOOL
DISTRICT
CAPITAL
FACILITIES PLAN
FOR 2006-2011**

The Administration recommended the Board of Directors approve Change Order No. 12 to the construction contract between the District and Allied Construction Associates, Inc., in the amount of \$152,490.15, plus Washington State sales tax, including ratification of the settlement agreement and release dated July 5, 2006 (E:244/06). The change order includes a full resolution of all claims between the District and Allied Construction Associates, Inc., for work performed under the contract, thus raising the change order total to 14.4 percent of the construction bid amount.

**CHANGE ORDER
#12—EMERSON
ELEMENTARY
SCHOOL
MODERNIZATION**

Mike acknowledged the efforts of Hal Beumel, Bob Crafts and Andy Hall to help bring this project to completion. It was a fairly complicated phased modernization project. Mike reminded the Board of earlier discussions that had been held. Toward the completion of the project, meetings were held with the contractor where change orders were submitted with which the District disagreed. However, some charges were warranted and the settlement of \$152,490.15 represents a reasonable compensation for the contractor and satisfactory closure for the District.

With no further comments, Karen Madsen moved to approve the aforementioned change order. Sue Cooper seconded the motion and the motion carried unanimously.

BOARD COMMENTS

None.

**BOARD
COMMENTS**

Vice President Dutton adjourned the regular meeting at 6:20 p.m.

Carol Whitehead, Secretary

Kristie Dutton, Vice President